#

Technology Matching Fund

Progress Report Questions

# comTechSealHorz

Invoice Information

Today’s date:

Name of organization:

Name of person filling out report:

Email:

Please indicate which invoice you are completing:

**1** [ ]  **2** [ ]  **3** [ ]  **4** [ ]

What dates does this invoice period cover?

### About the project

Have you added any equipment in this reporting period as a result of your TMF grant?

If yes, what specifically did you add? (e.g., number of PC’s installed, type of software upgrade)

What programs or services have you provided in this reporting period as a result of your TMF grant? (e.g., new classes or workshops, extended hours of operation)

How did adding these services or equipment help you reach your project goals?

### About the people you served

During this reporting period how many clients used services provided by this grant project? (Specify those direct participants or trainees distinct from others that used your web site)

 **Total number served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age group** of those that you served: How many were:

|  |  |
| --- | --- |
| **Age** | **Number** |
| Adults |  |
| Seniors |  |
| Teens  |  |
| Pre-teens |  |
| TOTAL |  |

**Ethnicity** of those that you served:

|  |  |
| --- | --- |
| **Ethnicity** | **Number** |
| Black, African American |  |
| White |  |
| Asian |  |
| Hispanic |  |
| American Indian or Alaska Native |  |
| Native Hawaiian or Pacific Islander |  |
| Other |  |

**Gender** of those that you served:

|  |  |
| --- | --- |
| **Gender** | **Number** |
| Male |  |
| Female  |  |

**Other** categories of those that you served:

|  |  |
| --- | --- |
| **Category** | **Number** |
| Immigrants and/or refugees |  |
| Homeless |  |
| Disabled |  |
| Low-income |  |

### Technology Training

How many hours of training were provided during this reporting period (not including open computer lab time, if any)? \_\_\_\_\_\_

During this reporting period, how many clients participated in the following kinds of programs/services? Please complete for all those that apply.

### Education Programs:

How many clients participated in these kinds of programs/services?

|  |  |
| --- | --- |
| **Program type** | **Number** |
| Adult basic education or GED |  |
| Youth tutoring/homework/out of school time |  |
| Basic literacy |  |
| Media/technology literacy |  |
| ESL/Citizenship |  |

As a result of these education programs/services, how many clients were able to...

|  |  |
| --- | --- |
| **Program Impacts** | **Number** |
| Access school information (including the Source)  |  |
| Improve basic literacy skills? |  |
| Improve English language skills? |  |
| Complete a homework assignment? |  |
| Take a class/workshop/tutorial? |  |
| Learn about or prepare for the GED?  |  |
| How many actually earned a GED?  |  |
| How many used your program to learn about other educational opportunities? (professional license, 2 year degree, 4 year degree, graduate degree, financial aid)  |  |
| How many actually applied for another educational opportunity?  |  |
| How many were accepted?  |  |
| How many completed a program?  |  |
| Other? Please specify.  |  |

Employment Programs:

How many clients participated in these kinds of programs/services?

|  |  |
| --- | --- |
| **Program Type** | **Number** |
| Basic workplace skills |  |
| Finding and getting a job |  |
| Technical certification or specialized skills |  |
| Special industry training |  |
| Small business or entrepreneur skills |  |

As a result of these employment programs/services, how many clients were able to…

|  |  |
| --- | --- |
| **Program Impacts** | **Number** |
| Do research or find information relation to a job or career?  |  |
| Receive job training?  |  |
| Learn new “hard” skills (e.g. word processing) that improved their employment prospects?  |  |
| Learn new “soft” skills (e.g. office etiquette, problem solving) that improved their employment prospects?  |  |
| Create a resume or portfolio?  |  |
| Search for a job opening or career opportunity?  |  |
| Fill out a job application online?  |  |
| Get a job interviews?  |  |
| Secure an internship or apprenticeship?  |  |
| Get hired for new jobs?  |  |
| Advance in a job due to new skills learned |  |
| Other? Please specify. |  |

Life Skills & Resources, Civic Engagement Programs:

How many clients participated in these kinds of life skill building activities?

|  |  |
| --- | --- |
| **Program Type** | **Number** |
| Accessing vital information and services online |  |
| Civic/community engagement  |  |
| Other. Please specify  |  |

As a result of these Life Skills programs/services, how many clients were able to…

|  |  |
| --- | --- |
| **Program impacts** | **Number** |
| Create an email for the first time? |  |
| Independently search and browse the Internet? |  |
| Improve communication with family or friends? |  |
| Participate on a social networking site? |  |
| Create or maintain a personal blog or website? |  |
| Develop leadership skills or become a mentor? |  |
| Find and use online information or services in the following areas: |
| Government information or assistance  |  |
| Legal or consumer rights |  |
| Health |  |
| Local businesses |  |
| Social services (housing, childcare, etc.)  |  |
| Financial literacy  |  |
| Other? Please specify.  |  |

### Technology Adoption

How many clients gained competence in these skills?

|  |  |
| --- | --- |
| **Category** | **Number** |
| Basic computer  |  |
| Basic Internet  |  |
| Intermediate computer  |  |
| Web authoring/coding  |  |
| Digital photography |  |
| Audio production |  |
| Video production  |  |
| Building and/or maintaining a computer |  |
| Assistive technology  |  |
| Robotics  |  |
| Computer programming  |  |
| Obtained a certification (please specify what certification: |  |
| Other? Please specify.  |  |

Do you have any comments or additional explanation you want to share about the numbers above, tracking use and outcomes for education, employment, life skills, or technology adoption?

### Technology Access:

How many hours of open lab time did you provide for your clients?

### Volunteer Match

During this reporting period, how many volunteers participated in the project?

How many hours did the volunteers contribute to your program?

### Project Documentation

Please share examples of your work and stories, quotes and photos of staff, volunteers and participants. Please provide examples of class products, copies of class schedules, curriculum, handouts, resource links, and promotional flyers as appropriate.